



NET Independent /Assessor Registration Policy

Document History

Version History

Issue Date	Author	Summary of changes	Date of next review
21/02/2016	J Dicken	Reviewed	21/02/2018
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This policy supersedes any current or existing policies for the monitoring and quality assurance of NET Licensed Assessment Centres.



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1 Process for the Registration of Licensed Assessors

All of NET's Assessments of Occupational Competence (AOC) and End Point Assessments (EPA) may only be delivered by licensed independent assessors – individuals who have been approved by NET to deliver one or more of the AOC/EPAs that NET offers.

This policy must be read in conjunction with Conflicts of Interest and Non-Disclosure agreements. The number of independent assessors licensed at each assessment centre, is dependent on the number of assessment bays and assessments that the centre conducts per year.

The process for registration of an independent assessor is:

1. The centre submits a copy of the proposed independent assessor's CV and all relevant certificates to NET.
2. NET will assess the application and, if approved, will contact the centre so that training/induction may be arranged. If an application is not approved, it will be communicated to the centre.
3. All approved independent assessors will attend a 2-day initial training programme developed and delivered by appropriate NET staff which will also include an induction.
4. NET in consultation with the assessor will assist in arranging an observation visit of the assessment process within an existing centre if possible.
5. After satisfactory completion of the 2-day initial assessor training programme the provisional assessor will observe a current independent assessor in their own centre, or another centre nominated by NET for a minimum of 1 week.
6. Following this, the provisional independent assessor will be observed and assessed by NET staff (Technical Development Manager/IQA) as they carry out 2 full assessments in their centre. An assessor login will be provided to allow them to carry out the marking of assessments, on the NET Marking & Management System (MMS).
7. After the observed assessment feedback will be given. If the provisional independent assessor has demonstrated full compliance and understanding of the process for delivering the AOC/EPA assessment, the NET representative (TDM/IQA) will confirm and the probationary period may commence. If consistency and accuracy are not demonstrated, then further observations and support will be carried out, in order to commence the probationary period. This will involve additional costs to the centre. Following further observations, the assessor may be suspended from assessing and may not continue in discussion with the centre management.



8. All new independent provisional assessors must complete a probation period, where the first 20 assessments they assess are monitored by NET's representative (TDM/IQA). The MMS system will enable the TDM/IQA to carry out a desktop validation/verification of the assessments as part of the internal quality assurance strategy to ensure consistency and accuracy. The moderation process allows 5 days before the issue of results and the assessment will be confirmed by the TDM/IQA before candidate results are released. If the new independent assessor is not meeting NET's required standards and processes during this probationary period of 20 assessments, for assessing the AOC/EPA assessment, it may result in additional visits/observation/guidance and it is recorded against the assessor on the MMS system and could result in sanctions being applied to the assessor/centre. It may be necessary for the provisional independent assessor to repeat their training and probation period with the provisional independent assessor suspended from marking further assessments until that remedial process has been satisfactorily completed.
9. For assessors who are upgrading from AM2(AOC) to AM2S (EPA) an assessor must be currently on the NET system. The previous 10 assessments are audited to ensure no errors and there have been no recent issues such as marking errors. TDM/IQA would check that qualification requirements are met, and a further 10 assessments would be monitored as a provisional AM2S assessor. If there are no significant errors, the assessor would be approved to do AM2S.
10. Any significant break in assessing would require a minimum of 10 assessments to be monitored by the TDM/IQA.

Centres will be invoiced for any visits made by NET staff in relation to the assessor and for any additional training required in these circumstances.

2 Assessor Criteria

In order to become as an independent assessor with NET, the criteria identified below must be met:

- Technical qualifications and experience as listed in Appendix 1.
- Assessor award or working towards gaining within 12 months.
- Current first aid qualification.

On completion of the NET Training and probationary period:

- Knowledge of the assessment centre's emergency procedures and practices.
- Knowledge and understanding of NET's centre licensing requirements.
- Knowledge and understanding of the assessment procedures and equipment.
- Management of assessment and candidate scheduling.
- Be conversant with the relevant Assessor Guidance Manual.
- Be conversant with the relevant Candidate Guidance Manual.
- Knowledge and understanding of NET's administration requirements.
- Independent Assessors will not be involved with the training, delivery, assessment, or management of apprentices following an apprenticeship standard or framework. (refer to Conflict of Interest policy).
- Independent Assessors will not be involved with the training, delivery, assessment, or management of any programme that requires this AOC or EPA as a measure of competence for the respective industry.

All assessors are required to maintain a Continuing Professional Development (CPD) log, acknowledge, and comply with the Centre License Agreement, attend standardisation events provided by NET, assist with any NET representative on any NET matter. Assessor activity will be continually monitored as part of the IQA monitoring process and may result in assessors having to return to a probationary period if consistent errors in marking and practice are confirmed.



3 Contact Us

If you have any queries about the contents of this policy, please contact NET via email at info@netservices.org.uk or submit in writing to NET, PO Box 78046, London, N4 9LN.

4 About NET

National Electrotechnical Training (NET) is an independent charity (Registered charity number: 1068863), which provides End Point Assessments for apprenticeship standards and assessments of occupational competence (AOC) in support of industry recognised qualifications utilised by the electrical installation, electrical maintenance and electrical engineering industries throughout the UK.

More information about NET and its activities can be found on our website: www.netservices.org.uk

5 Equality and Diversity

A copy of our policy statement is available on our website.

Appendix 1 Technical Qualifications and Experience

AOC/EPA	Minimum Technical Qualifications
AM2	First Aid at work or Equivalent (working towards) must achieve before first assessment. BS7671 current JIB Gold Card Assessor award/Certificate (minimum of knowledge) (completion within 12 months of the first assessment) NET Assessor Training, observed monitored over 20 assessments (error free) Level 3 Inspection and Test combined
AM2S/AM2E	JIB Gold Card Holder (current) First Aid at work or Equivalent (working towards) must achieve before first assessment. BS7671 current NET Assessor Training, observed monitored over 20 assessments (error free) Assessor award/Certificate (minimum of knowledge) (completion within 12 months of the first assessment) Level 3 Inspection and Test combined
FESS	3-5 years verifiable experience confirmed by Employer Group First Aid at Work ECS card site visitor Assessor award/Certificate (minimum of knowledge) (completion within 12 months of the first assessment) Training overview with respect to End Point Assessment. (including professional discussion techniques) NET Assessor Training, observed monitored over 10 assessments error free EPA knowledge online test. Additional guidance in Appendix 2

Typical Assessor Training Programme for AM2/S*

Day 1	<p>2 Day Initial Assessor Training Programme</p> <ol style="list-style-type: none"> 1. Introduction to NET Team 2. NET Systems 3. Assessment Delivery 4. Assessor Manual 5. Candidate Manual
Day 2	<ol style="list-style-type: none"> 6. Standardisation & Marking 7. Appeals 8. Marking Errors 9. Assessor Marking Activity
	<p>Observed Assessment in Own Centre</p> <ol style="list-style-type: none"> 1. Assessor setting up the centre and preparing the candidate's assessments. 2. Candidates' induction to centre. 3. Assessor following the NET Assessor and Candidate Manuals to complete different sections with candidates 4. Assessor marking documentation and sections for each candidate correctly following the assessor manual. 5. Assessor setting up the on-line exam for candidates 6. Assessor marking assessments for candidates using the NET system. 7. Assessor has assessed a minimum of 2 full assessments.

* This format and content may be changed without prior notice, due to NET continuous improvement and any adverse effect and only acts as a guide. FESS training may involve a different format.

Appendix 2 Guidance for FESS Assessors

Independent FESS Assessor Profile / Criteria

As an End Point Assessment Organisation (EPAO), NET monitors the quality of all assessments against the requirements of the Apprenticeship Standard. Assessors need to operate with consistency and a full understanding of the assessment process to maintain standards and meet the requirements of the assessment plan.

All NET Independent End-point Assessors are responsible for maintaining their own continuing professional development (CPD) to ensure competency is up-to-date, and in line with qualification requirements.

Independent End Point Assessors will comply with the following:

Below is an extract from the NET Conflict of Interest Declaration that each assessor will be expected to sign before operating as an independent assessor at any FESS NET licenced centre

The Assessor:

- Will not have been or will be involved in, nor be responsible for any on-programme delivery, line management or on-programme assessment of any candidates undertaking any FESS Apprenticeship Pathway, or any other FESS End Point Assessment, including any Experienced`
- Will not be employed by the same organisation as the candidates.
- Will not be related to or known by the candidates.
- Will not be assessing candidates from training and assessment organisations that my employer is in direct competition with.
- Understand and will comply with the requirement that no person who is employed or engaged (whether as an employee, contractor, agent or other staff member) to work at the Centre, for the Centre Operator or for any business or organisation which is connected or affiliated to the Centre Operator undertakes an Assessment as a Candidate at the Centre without NET's prior written consent.
- Understand the Conflict of Interest requirements and undertakes to comply fully with these and to seek advance guidance from NET staff over any potential issue which could be construed as a Conflict of Interest.

The Assessor will:

- Have current technical or occupational understanding in areas being assessed.
- Be fully conversant with the FESS Standard and Assessment Plan including the criteria being assessed.
- Be able to demonstrate the occupational competency, required qualifications and knowledge and skills specific to the areas of proposed assessments.
- Be able to work independently.
- Have good time management skills.



Essential industry experience and industry qualifications:

Up-to-date, relevant, deep, and broad experience of working in one or more of the following disciplines of the occupational area of the apprenticeship standard including practical and current knowledge of working practices, infrastructure, tools, and technologies to support:

- Security Pathway
- Fire Systems Pathway
- Fire and Security Pathway
- Fire and Emergency Lighting Pathway

A verifiable CV submitted and reviewed by the Employer, then the employer group to determine whether the range of experience meets their requirements. (typically, 3-5 years in the appropriate industry and to identify any skills gaps).

Full Assessor Award or a minimum of 2 units from the following:

Unit 1 Understanding the Principles and Practices of Assessment, plus Unit 2 Assess Occupational Competence in the Work Environment

or

Unit 1 Understanding the Principles and Practices of Assessment, plus Unit 3 Assess Vocational Skills, Knowledge and Understanding.

If not held, this must be achieved within 12 months of the first assessment.

The assessor will be on probation and full observation by NET of the first 3 assessments, with feedback and guidance from the NET TDM with an improvement plan if required. A further 10 remote observations by NET will take place following successful completions of the first 3 observations without any issues identified. If subsequent issues are identified from ongoing monitoring, then the full observation process will start again, and the assessor will be put back onto probation until issues are resolved.

Essential knowledge and skills:

A Current Emergency First Aid at Work certificate, which includes the use of a Defibrillator, is acceptable as a minimum requirement.

Full understanding of the FESS Apprenticeship Standard, with specific knowledge in the pathway(s) to be assessed.

Experience of producing clear, accurate and concise written reports, including remarks/enquiries about results.



- Use of iPad and Microsoft Word.
- Analytical, critical thinking skills.
- Excellent interpersonal skills.
- Excellent written and verbal communication skills with substantive experience of providing supportive, concise feedback.
- Organisational skills and the ability to prioritise effectively.
- Ability to work independently.

Desirable:

- Experience of marking and grading assessments.
- Have experience in interviewing /assessing techniques.

NET additional requirements

- Complete the Knowledge Online Test of the EPA with minimum of a Pass.
- Complete NET training / initial Standardisation in assessment practice and use of NET systems.
- Complete NET training / initial Standardisation in Assessment of the Structured Discussion.
- Plus, additional training or courses to fill any specific technical gaps identified by the Employer Group.
- Attend standardisation of assessment practices to EPA via NET CPD events as required.